



City of Westminster

8200 Westminster Boulevard, Westminster CA 92683 714.548.3254
www.westminster-ca.gov

SUBMITTAL REQUIREMENTS FOR TENANT IMPROVEMENTS

GENERAL

- ☐ Plans must be legible, fully dimensioned, and drawn to scale (minimum 1/8" scale, 1/4" recommended). Sheets must be 24" x 36" minimum, show north-south orientation on each sheet. Three complete sets must be submitted for initial review.
- ☐ Project data must include but not limited to building number, suite, room or unit, floor number for multiple story buildings, scope of work, occupancy classifications, construction type, occupant load and area.
- ☐ Provide contact information of property owner, tenant and all related design professionals. Stamps and signatures of all related professionals shall be on each sheet.
- ☐ Fully dimensioned floor plans are required for every affected story. Every room shall identify the existing and the intended use. Door and window schedules shall be provided to identify the dimension and type. The floor plans shall identify all existing and new construction.
- ☐ Site plans show disabled parking and accessible path of travel from these parking and from public sidewalks.
- ☐ Provide fully parking lot layout plans to illustrate existing conditions and all proposed changes.

BUILDING

- ☐ Show exit analysis from area of work to the exit discharge, including corridors, stairs.... Provide adequate exit(s) and plumbing fixtures for proposed occupant load.
- ☐ Specify fire-resistance-rated construction, finish schedule, protected openings and its assemblies with specifications if applicable.
- ☐ Fully dimensioned details indicating compliance with DISABLED ACCESS requirements, including:
 - . Disabled parking spaces
 - . Paths of travel from disabled parking spaces to building entrance
 - . Building entrance and paths of travel within the building
 - . Disabled access to facilities within the building, including restrooms, telephones, drinking fountains, and counters.
- ☐ Dimensioned STRUCTURAL PLANS shall be provided for each floor and roof level. Structural, framing, and foundation plans shall identify the size and spacing of all structural

elements. Complete details shall be provided for:

- . All critical connections
- . All construction assemblies
- . All lateral force-resisting elements, including shear wall, diaphragm, and steel frame elements
- . Prefabricated trusses.

- ☐ Provide mechanical, plumbing, electrical plans, title 24 energy forms and calculations if applicable.
- ☐ Refer to 2010 CBC, CMC, CEC, CPC and 2010 California Energy Code for more information.

FIRE

- ☐ Provide fire extinguisher type and location on plans.
- ☐ Fire protection system such as sprinkler system, alarm shall be submitted to Fire Authority for review.
- ☐ Area for storage and/or handling of flammable, combustible, toxic, corrosive, oxidizing, explosive or otherwise hazardous materials shall be submitted to Fire Authority for review.
- ☐ Type, quantity, location and method of storage/use of hazardous material, medical gas shall be submitted to Fire Authority for review.

PLANNING

- ☐ Zoning designation of the property.
- ☐ Parking summary and calculations for the site including parking requirements for the various uses on site, and numbers of existing, new vs. total proposed parking spaces provided.
- ☐ List of any current discretionary approvals received for the project (i.e. Use Permit, Development, Plan Review.....if applicable).
- ☐ Existing and proposed roof top mechanical equipment and screening apparatus on both roof plans and elevations including details illustrating how equipment will be screened and complied with building height limitations.